



## Chauffeur/Distribution Clerk

The U.S. Embassy in Apia invites applications from all interested candidates for the full-time position of Chauffeur/Distribution Clerk. This position is responsible for transporting the Chief of Mission to VIP visitors, and other senior Mission officials. The position will also provide other transportation services as required, such as pickup and delivery of supplies, equipment and staff. Oversee vehicle maintenance, licensing and upkeep, and use, fuel and maintenance records. The incumbent will also manage the Embassy mail distribution service and act as a back up to the General Services/Facilities Management Assistant position. This position may require work after hours and weekends.

All applicants must at a minimum possess completion of secondary school. 2-3 years driving experience, including one year of office/clerical experience. The incumbent must have excellent knowledge of Apia and environment, including villages and other general locations in Samoa, especially Upolu Island; understanding of basic rules of the road. All applicants must have a good working knowledge of English and be fluent in Samoan, in addition to a clean, valid driver's license. The starting salary is WST\$19,684 per annum including allowances.

A copy of the full job description is available at  
[http://samoa.usembassy.gov/job\\_opportunities.html](http://samoa.usembassy.gov/job_opportunities.html)

***All employees of the US Government are required to complete full medical and security background checks.***

To apply, attach a completed cover letter and your CV to:

US Embassy Apia  
Admin Asst  
P.O. Box 3430  
APIA

Or Email your application to: [ApiaHumanResource@state.gov](mailto:ApiaHumanResource@state.gov)

- Please include "Chauffeur/Distribution Clerk" at the top left hand corner of envelope.
- For a copy of the required cover letter (template available), please contact either Saloma Faaaoga on [ApiaHumanResource@state.gov](mailto:ApiaHumanResource@state.gov) or visit the website at [http://samoa.usembassy.gov/job\\_opportunities.html](http://samoa.usembassy.gov/job_opportunities.html)

**Applications close at 4.00pm on Wednesday, March 19 2014**

***Note:*** Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.